



REQUEST FOR EMPLOYEE RELOCATION
CONUS to OCONUS - Civilian

Center, Institute, or Office (CIO):	Travel Order Number:
Division:	CIO Travel Resource Contact (TRC):
Employee's Name:	Social Security Number:
Job Title:	Office Park:

Type: (check one)	<input type="checkbox"/> New hire employee	<input type="checkbox"/> Transfer from another federal agency
	<input type="checkbox"/> Long-term training	<input type="checkbox"/> Current federal employee (transferring within CDC)
	<input type="checkbox"/> Detailee (international organization)	

Relocating From: _____

Relocating To: _____

Effective Date: _____

Immediate Supervisor at New Location: _____

Current Home Address: _____

Mailing Address: _____

Home Phone Number:	Work Phone Number:
Mobile Number:	Fax Number:

Email Address: _____

Funding Information:	<i>Appropriation:</i> _____	<i>FY of Appropriation:</i> _____
	<i>CAN:</i> _____	<i>Service Fee CAN:</i> _____
	<i>Interagency Agreement Number:</i> 2051IA06-24	

For Approving Officials:

Temporary Quarters Subsistence Expense (TQSE) *may not receive TQSE and TQSA*

Shipment of POV, mobile home, or boat

Relocation services (Alaska and Hawaii only)

Consumables Shipment

Temporary Quarters Subsistence Allowance (TQSA) *obligate TQSA on SF 1190 if not a detailee, Advance advance must be obligated on the PCS travel order*

Foreign Transfer Allowance (Miscellaneous, Lease Penalty, Wardrobe, Subsistence) *obligate FTA on SF 1190 if not a detailee, Advance advance must be obligated on the PCS travel order*

Division Approval: _____
Signature of Division Approving Official

<i>Name:</i> _____	<i>Title:</i> _____
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CIO Approval: _____
Signature of CIO Approving Official

<i>Name:</i> _____	<i>Title:</i> _____
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Please complete this form and send it to Bureau of the Public Debt (BPD) to begin processing your move:

Centralized E-Mail Account: PCSTravel@bpd.treas.gov
Fax Number: (304)480-8480